

## CLP RAS LAB ASSIGNMENT INFORMATION

Sent to: B. Mueller (SF-RL) 214/665-7167

REMINDER: NEVER CONTACT THE CLP LABORATORIES, ONCE ASSIGNED. IF YOU HAVE A QUESTION OR MUST MAKE A CORRECTION, YOU MUST CONTACT THE RSCC OR CAITLIN SHUBICK FROM SMO.

Date: 09/04/2013  
Case #: 43795  
Site Name: Falcon Refinery

**REMINDER:** ALL COOLERS SHIPPED TO CLP LABORATORIES MUST CONTAIN A TEMPERATURE BLANK.  
21 day turnaround

- 1) 109 waters for TVOA analysis by SOM01.2. Lab QC declined.  
94 waters for SV/SVSIM analysis by SOM01.2. Lab QC declined.
- 2) 215 soils for VOA analysis by SOM01.2. (EnCore or equiv.). Lab QC declined.  
215 soils for SV/SVSIM analysis by SOM01.2. Lab QC declined.  
33 sediments for VOA analysis by SOM01.2. (4 oz jars). Lab QC declined.  
33 sediments for SV/SVSIM analysis by SOM01.2. Lab QC declined.

Lab Name & Address: ALS Laboratory Group - Salt Lake City - DATAC  
960 West LeVoy Drive  
Salt Lake City, UT 84123

Attn: Meredith Edwards  
801-266-7700

Paperwork: (1) Organic SCRIBE Traffic Report/Chain of Custody Form  
(2) Organic Sample Numbers (ex. FP100)  
(3) Sample Tags  
(4) Chain of Custody Tape

---

21 day turnaround

### **Inorganic Lab – Lab QC is required**

- 1) 111 waters for TM + Hg analysis by ISM01.3, ICP-AES & MS.  
72 waters for DM + Hg analysis by ISM01.3, ICP-AES & MS.
- 2) 215 soils for TM + Hg analysis by ISM01.3, ICP-AES & MS.  
33 sediments for TM + Hg analysis by ISM01.3, ICP-AES & MS.

**Please read attached container requirement document.**

Lab Name & Address: Spectrum Analytical, Inc. DBA: MITKEM Laboratories - MITKEM  
646 Camp Avenue  
North Kingston, RI 02852

Attn: Dawne Smart  
401-732-3400

- Paperwork:
- (1) Inorganic SCRIBE Traffic Report/Chain of Custody Form
  - (2) Inorganic Sample Numbers (ex. MF100)
  - (3) Sample Tags
  - (4) Chain of Custody Tape

**NOTE: The sampler must include the TM/Hg in SCRIBE and it must show on the traffic report. Contact the Helpdesk at 800-999-6990 if you have problems customizing in SCRIBE.**

Packaging and Shipping:

- (1) Place custody seals on each sample container as well as on the cooler prior to shipment. All containers must have one tag.
- (2) The **signed and dated** Regional copy of the traffic report/chain of custody must be sent to:  
Myra Perez  
USEPA  
10625 Fallstone Road  
Houston, Texas 77099
- (3) The Lab copies of the SCRIBE traffic report/chain of custody must be placed in a zip lock bag and taped to the inside of the cooler lid. Samples in this cooler should correspond to the ones listed on the traffic report/chain of custody.
- (4) Use 1 airbill per cooler.

ALL LOW CONCENTRATION WATER AND SOIL SAMPLES FOR ORGANIC AND INORGANIC ANALYSES MUST BE SHIPPED WITH ICE. PLACE ICE IN ZIP LOCK BAGS ON TOP OF SAMPLES IN THE COOLER.

SHIPPING INFORMATION:

1. E-mail shipping information, daily, to: [cshubick@fedcsc.com](mailto:cshubick@fedcsc.com)
2. Please be sure to include the following information in your daily e-mail
  - a. The case number.
  - b. Name of laboratory.
  - c. Airbill number.
  - d. Number of coolers under each airbill number.
  - e. Number of samples per matrix per concentration in each cooler.
  - f. Type of analysis.
  - g. Shipping complete?
3. If you are shipping on a Friday for Saturday delivery you must call Caitlin before 3:00 pm EST. Caitlin's phone number is 703/818-4346
4. Remember to export the xml file daily to SMO.

### **Instructions for Uploading COCs into the SMO Portal**

1. Export the .xml file from Scribe
    - Scribe: COCs can be exported in .xml format using the Export button located on the top left toolbar and selecting the COC XML File (\*.xml) option.
  2. Log in to the SMO Portal Site located at <http://epasmoweb.fedcsc.com/smoportal> using your Username and Password. If you do not have a Username and Password, register for access using your Organization.
  3. Access the Submit Chain of Custody task from the SMO Portal Home page, then select the Browse button and locate the .xml file you wish to upload.
    - NOTE: The file will be marked with a status of either, Ready to Submit, No Matching Case # or No Matching Lab Name. If the file does not have a status of Ready to Submit, ensure that the Case number, Lab Name and Lab State listed on your Laboratory Assignment were entered correctly on the COC. **Use the exact format/punctuation of the Lab Name for best results.** For a complete list of Lab names and addresses, download the Laboratory Information Reference Table located at <http://www.epa.gov/superfund/programs/clp/f2ldownload.htm#labtable>.
  4. Click the SUBMIT button and you will be taken to a page that indicates whether the file has been accepted for further use within the CLP program.
    - NOTE: If the file was not accepted for further use within the CLP program, see note in previous step for solution.
- NOTES: Contact the CLPSS Help Desk at [CLPSSHelpdesk@fedcsc.com](mailto:CLPSSHelpdesk@fedcsc.com) or 703-818-4200 for assistance with uploading your .xml file.